



Instructions for Employees Interested in Contributing to KECC

Each year the Personnel Cabinet administers the **Kentucky Employees Charitable Campaign** to all employees who receive their pay through the Commonwealth of Kentucky. (This is not limited to 18A employees.) Campaigning typically takes place beginning in July through December of each year. Contributions begin with the first pay received in January and continue through the last pay received in December.

The purpose of this campaign is to raise funds through a single source (KECC) for a number of state approved charities. This eliminates having multiple charities soliciting for donations year round and allows employees who wish to participate, the ability to do so through payroll deduction or through a one-time cash donation.

Pledge forms are available for:

- Current employees giving through the [annual campaign](#)
- [New employees](#)
- [Separating employees](#)

For more information regarding the **Kentucky Employees Charitable Campaign**, [click here](#) to visit their web site.

Annual Campaign Pledge Form

To contribute during the annual campaign, complete the **KECC Campaign Pledge Form**, following these instructions:

PART ONE- EMPLOYEE INFORMATION

Name: Your full name as it appears on your personnel file and in KHRIS.

PERNR #: Your personnel number (or you can enter your Employee ID- which is used to log into KHRIS ESS).

Organization #: Five digit agency code. Agency HR staff can provide this number if not already known.

Work County Name: Name of the county you work in.

Cabinet/Department

Division Name: Name of your cabinet or agency.

Work Street Address: Your work address.

Work Email: Your work email address, if available.

Work Phone: Your work phone number, in case HR or KECC needs to make contact regarding contribution.

Home Street Address: Your home address.

Home Email: Your personal email address, if available.

Employee Signature: Your signature - required as authorization to deduct contribution from each payroll during campaign year.

Release: If you'd like KECC to share your contact information with the charity(ies) you've selected, check the last box and provide your home address.

PART TWO-

Pledge Amount: If you want to make contributions with each payroll, under the [Payroll Deduction] box select the amount to be deducted from each payroll or write in a different amount. Next multiply that 'per payroll' amount by 24 (# of pay days per year) to get the amount of the annual gift.

If you want to make a one-time cash donation, check that box and then enter the amount of the one-time cash donation. You can then write a personal check to KECC for that amount.

Leadership Circle: If the amount you are contributing is at least 1% of your annual salary, please check this box.

PART THREE-

Charity Designation:

- To share your contribution among all state-approved charities, select the first box.
- If you want your contribution to only go to specific state-approved charities, check the second box and then fill in the amount(s) to be given to the charities of your choice. Be sure that the combined amounts to each charity (if split between two or more) total either your annual payroll deduction amount or your one-time cash donation.
- To share your contribution to a non state-approved charity (must still qualify as an IRS 501(c)3) check the third box and complete the fields for their address, the amount, and their phone number. Please be advised that if the organization does not qualify or the information provided is incorrect and KECC is unable to locate them, your contribution will be shared between the state-approved charities. Also, minimum donation is required.

SUBMIT: During the annual campaign, provide your completed form to your KECC Coordinator.

New Employee Pledge Form

New employees hired outside of the campaign window have the option of contributing from whatever time they are hired through the end of the campaign year. To contribute as a new employee, outside of the annual campaign, complete the **KECC New Employee Pledge Form**, following these instructions:

PART ONE- EMPLOYEE INFORMATION

Name: Your full name as it appears on your personnel file and in KHRIS.

PERNR #: Your personnel number (or you can enter your Employee ID- which is used to log into KHRIS ESS).

Organization #: Five digit agency code. Agency HR staff can provide this number if not already known.

Work County Name: Name of the county you work in.

Cabinet/Department

Division Name: Name of your cabinet or agency.

Work Street Address: Your work address.

Work Email: You work email address, if available.

Work Phone: Your work phone number, in case HR or KECC needs to make contact regarding contribution.

Home Street Address: Your home address.

Home Email: Your personal email address, if available.

Employee Signature: Your signature - required as authorization to deduct contribution from each payroll during campaign year.

Release: If you'd like KECC to share your contact information with the charity(ies) you've selected, check the last box and provide your home address.

PART TWO-

Pledge Amount: If you want to make contributions with each payroll, under the [Payroll Deduction] box select the amount to be deducted from each pay or write in a different amount. Next multiply that 'per payroll' amount by the number of pay days remaining in the year (there are 24 in total) to get the amount of the annual gift.

If you want to make a one-time cash donation, check that box and then enter the amount of the one-time cash donation. You can then write a personal check to KECC for that amount.

Leadership Circle: If the amount you are contributing is at least 1% of your annual salary, please check this box.

PART THREE-

Charity Designation: -To share your contribution among all state-approved charities, select the first box.
-If you want your contribution to only go to specific state-approved charities, check the second box and then fill in the amount(s) to be given to the charities of your choice. Be sure that the combined amounts to each charity (if split between two or more) total either your annual payroll deduction amount or your one-time cash donation.

SUBMIT: Outside of the annual campaign, provide your completed form to your agency HR Administrator.

Separating Employee Pledge Form

Employees separating or retiring from state government have the opportunity to make a final pledge to KECC from their final pay or through a one-time gift (credit card or cash/check). To make a final contribution, complete the **KECC Separation Pledge Form**, following these instructions:

PART ONE- EMPLOYEE INFORMATION

Name: Your full name as it appears on your personnel file and in KHRIS.

PERNR #: Your personnel number (or you can enter your Employee ID- which is used to log into KHRIS ESS).

Organization #: Five digit agency code. Agency HR staff can provide this number if not already known.

Work County Name: Name of the county you work in.

Cabinet/Department

Division Name: Name of your cabinet or agency.

Work Email: You work email address, if available.

Work Phone: Your work phone number, in case HR or KECC needs to make contact regarding contribution.

Home Street Address: Your home address.

Home Email: Your personal email address, if available.

Employee Signature: Your signature - required as authorization to deduct contribution from each payroll during campaign year.

Release: If you'd like KECC to share your contact information with the charity(ies) you've selected, check the last box and provide your home address.

Membership: Make a qualifying membership level selection, if applicable.

PART TWO-

Pledge Amount: If you want to make a contribution from your final payroll, under the [Payroll Deduction] box enter the amount to be deducted.

If you want to make a one-time donation, check the box for credit card or check and enter the amount you wish to give. Be sure to include the requested information if selecting credit card. If check was selected, you can then write a personal check to KECC for that amount.

PART THREE-

Charity Designation: -To share your contribution among all state-approved charities, select the first box.
-If you want your contribution to only go to specific state-approved charities, check the second box and then fill in the amount(s) to be given to the charities of your choice. Be sure that the combined amounts to each charity (if split between two or more) total either your annual payroll deduction amount or your one-time cash donation.

Leadership Circle: If the amount you are contributing is at least 1% of your annual salary, please check this box.

SUBMIT: Provide your completed form to your agency HR Administrator.